

NOTICE
NO. 21-01

28 December 1961

SUBJECT : Competitive Promotions

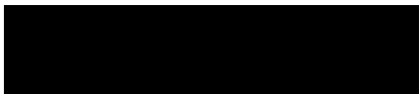
RESCINDS: OTR Notice No. 1-61

1. The following schedule through June 1963 is established for the ranking of Training Careerists for promotion purposes. This new schedule changes our rankings to a fiscal year basis to coincide with the allocation of the OTR Career Service Staffing Authorization. Beginning in September 1962, promotions will be approved by grades in descending order. This is the more logical approach, and in addition, leaves more space for promotion from the next lower grade. (Ranking of a particular grade more than once in the first year is necessitated by the phasing-in of the new schedule.)

Grade Levels	Months	Ranked By
GS-09 and 10	Jan 1962	Promotion Panel (Board action in Feb)
GS-11	Feb 1962	Promotion Panel (Board action in Mar)
GS-12	Apr 1962	Career Service Board
GS-13	May 1962	Career Service Board
GS-14	Sep 1962	Career Service Board
GS-13	Nov 1962	Career Service Board
GS-12	Feb 1963	Career Service Board
GS-11	Mar 1963	Promotion Panel (Board action in Apr)
GS-09 and 10	May 1963	Promotion Panel (Board action in Jun)

2. The competitive rankings will be made at the regularly scheduled promotion meetings; Board and Panel members should review the personnel records in the OTR Personnel Branch prior to these meetings. Specific promotion recommendations will be considered by the Board or Panel during the appropriate ranking meetings; however, promotion actions may be initiated immediately thereafter, or may be deferred at the discretion of the Director of Training.

3. Promotion recommendations for grades GS-06 and below will continue to be considered monthly in accordance with present procedures.


MATTHEW BAIRD
Director of Training

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